




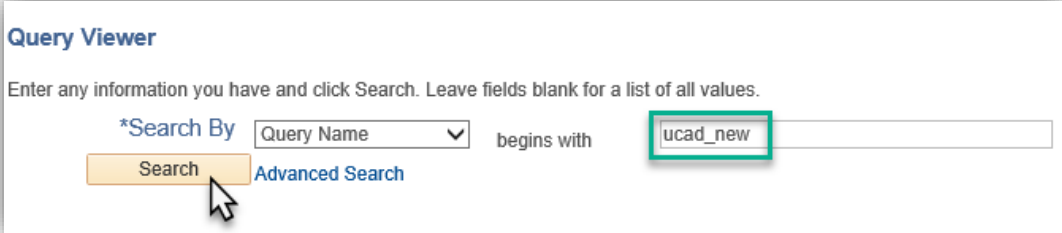
# Using a Reporting Query for Processing Applications (Grad)

SA – Graduate Programs



The following steps will include how Graduate Program Administrators use Reporting Tools to query and process applications. For more specific details on how to run a query, consult *Using Reporting Query for Processing Applications (Ugrad) on the Student & Enrolment Services website*.

1. Click the [Reporting Tools](#) link.  

2. Click the [Query](#) link.  

3. Click the [Query Viewer](#) link.  

4. There are several hundred queries available. To refine the search for just queries for admissions, enter the letters **ucad\_ and part of the query name** (e.g. **ucad\_new** for new applications that have arrived) in the begins with field and press enter or **Search**.

A screenshot of the "Query Viewer" search interface. The title "Query Viewer" is at the top left. Below it is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two search options: "Search By" and "Advanced Search". The "Search By" option has a dropdown menu currently set to "Query Name". To the right of the dropdown is the text "begins with" followed by a text input field containing "ucad\_new". Below the dropdown is a yellow "Search" button with a mouse cursor pointing at it. The "Advanced Search" link is to the right of the "Search" button.

5. It is recommended to add them to your favorites. Click on the [Favorite](#) link at the end of the query line to add to your favorites. To remove the favorite, click the remove minus sign "-" or to clear all the favorites at once, click [Clear Favorites List](#). The queries that will be frequently used by GPA's are:

**UCAD\_NEW\_APPLICATION\_ARRIVED:** For any new applications that have been submitted

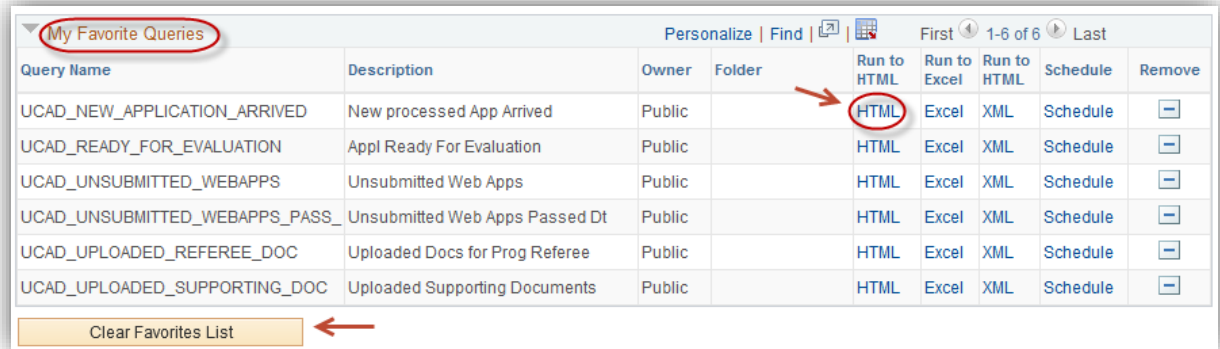
**UCAD\_READY\_FOR\_EVALUATION:** Any application that are ready to have evaluators assigned.

**UCAD\_UPLOADED\_REFEREE\_DOC:** View status of references from the referees which includes reference forms and/or letters

**UCAD\_UPLOADED\_SUPPORTING\_DOCS:** For viewing which supporting documents have been submitted (e.g. Unofficial Transcripts)

**UCAD\_UNSUBMITTED\_WEBAPPS:** For any applications still to be submitted that are still within the deadline date, otherwise use the UCAD\_UNSUBMITTED\_WEBAPPS\_PASS query

**UCAD\_UNSUBMITTED\_WEBAPPS\_PASS:** For applications that were not submitted by the deadline date and the application deadline date has passed



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
UCAD_NEW_APPLICATION_ARRIVED	New processed App Arrived	Public		HTML	Excel	XML	Schedule	[-]
UCAD_READY_FOR_EVALUATION	Appl Ready For Evaluation	Public		HTML	Excel	XML	Schedule	[-]
UCAD_UNSUBMITTED_WEBAPPS	Unsubmitted Web Apps	Public		HTML	Excel	XML	Schedule	[-]
UCAD_UNSUBMITTED_WEBAPPS_PASS_	Unsubmitted Web Apps Passed Dt	Public		HTML	Excel	XML	Schedule	[-]
UCAD_UPLOADED_REFEREE_DOC	Uploaded Docs for Prog Referee	Public		HTML	Excel	XML	Schedule	[-]
UCAD_UPLOADED_SUPPORTING_DOC	Uploaded Supporting Documents	Public		HTML	Excel	XML	Schedule	[-]

Clear Favorites List

6. To generate a report for any query, click on the **HTML** Link:

**HTML**

7. **UCAD\_NEW\_APPLICATION\_ARRIVED** – Applications that have been submitted. This query is often used by larger programs that have opted out of email notification.

**UCAD\_NEW\_APPLICATION\_ARRIVED - New processed App Arrived**

Institution:  Academic Career:  Admit Term:

Academic Program:  Degree Plan:

Academic Plan:  Processed Date >=:

Admit Type:  Acad Plan(LOC):  Acad Plan(SPC):

**View Results**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(29 kb\)](#)

View All First 1-77 of 77 Last

Empl ID	Last Name	First Name	Application Nbr	Prog Nbr	Acad Prog	Degree Plan	Acad Plan	Plan (LOC)	Plan(SPC)	Processed Date	ELP Status	Admit Type
1				0	GSMTH	MSC-DEG	ENCH-AOS		ENEE-G-SPC	2014/01/01		REG
2				0	GSMTH	MSC-DEG	ENCH-AOS		ENPE-G-SPC	2014/01/06		REG
3				0	GSMTH	MSC-DEG	ENCH-AOS		ENPE-G-SPC	2014/01/07		REG
4				0	GSMTH	MSC-DEG	ENCH-AOS			2014/01/07		REG
5				0	GSMTH	MSC-DEG	ENCH-AOS		ENPE-G-SPC	2014/01/08		REG

*You must enter information in these fields, at the very least, for search results to be populated.*

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8. **UCAD\_READY\_FOR\_EVALUATION** – Displays students who have all checklist items completed (paid application fee, references, unofficial transcripts and supporting documents) and are ready to have evaluators assigned.

UCAD\_READY\_FOR\_EVALUATION - Appl Ready For Evaluation

Institution: UCALG  
Academic Career: GRAD  
Admit Term: 2133  
Application Centre: GRAD  
Acad Prog:  
Degree Plan:  
Acad Plan: ENCH-AOS  
Complete Date >=: 2013/02/01  
Acad Plan(LOC):  
Acad Plan(SPC):  
View Results  
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)  
View All First 1-2 of 2 Last

ID	Name	Acad Prog	Degree Plan	Plan	Plan (LOC)	Plan(SPC)	Appl Nbr	Prog Nbr	Appl Ctr	Admit Type	Date	Fee Type
1		GSMTH	MSC-DEG	ENCH-AOS		EESS-G-SPC	42209662	0	GRAD	REG	2013/02/14	STN
2		GSMTH	QUAL-G-DEG	ENCH-AOS			42217159	0	GRAD	REG	2013/04/11	INT

9. A student showing on this report is driven by the "application complete" flag which is found under **Student Admission > Application Maintenance > Maintain Application > Application Data (Tab)**. The flag is set when a student GSAPPL Checklist has all the items marked as "Complete or Waived". There is a nightly batch job that reviews checklists and sets this flag accordingly.

From HSPRU on 2013-04-25 @ 22:59  
Favorites Main Menu > Student Admissions > Application Evaluation > Application Decisions > Maintain Applications  
Addresses Regional Application Program Data Application Data Application Student Response  
Academic Institution: University of Calgary  
Academic Career: Graduate Programs  
Application Number:  
Application Data  
\*Application Center: GRAD GRAD \*Admit Type: REG REG  
\*Application Date: 2012/12/10 Academic Level:  
\*Created On: 2012/12/10 \*Notification Plan: Regular  
Prior Application Application Method: Web Appl  
Additional Information  
Housing Interest: Financial Aid Interest  
File Information  
Complete:  Date: 2013/01/03  
External Application Nbr: G10023082  
Application Fee Information  
Status: Need Recalculation Calculate Application Fees  
Fee Type: Internatl Transaction Summary  
Display Errors / Warnings

10. **UCAD\_UPLOADED\_REFEREE\_DOC** – View status of references from the referees which includes reference forms and/or letters.

**UCAD\_UPLOADED\_REFEREE\_DOC - Uploaded Docs for Prog Referee**

Institution: UCALG  
 Acad Career: GRAD  
 Admit Term: 2143  
 Acad Prog:   
 Degree Plan:   
 Acad Plan: ENCH-AOS  
 Uploaded Date >=: 2014/04/01  
 Checklist:   
 Acad Plan(LOC):   
 Acad Plan(SPC):   
 View Results

You must enter information in these fields, at the very least, for search results to be populated.

This application reflects that referee 1 has uploaded both a form and a letter on 2014/04/01

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

Emp ID	Last	First Name	Application Nbr	Prog Nbr	Acad Plan	Plan(LOC)	Plan(SPC)	Uploaded Date	Document Type	Checklist	Chkist Itm
1			42253490	0	ENCH-AOS		ENEE-G-SPC	2014/04/01	Letter	GSAPPL	REFER1
2			42253490	0	ENCH-AOS		ENEE-G-SPC	2014/04/01	Form	GSAPPL	REFER1

11. **UCAD\_UPLOADED\_SUPPORTING\_DOC** – View status of Supporting documents.

**UCAD\_UPLOADED\_SUPPORTING\_DOC - Uploaded Supporting Documents**

Institution: UCALG  
 Acad Career: GRAD  
 Admit Term: 2133  
 Acad Prog: GSDOC  
 Degree Plan:   
 Acad Plan: ENCI-AOS  
 Uploaded Date >=: 2013/02/01  
 Acad Plan(LOC):   
 Acad Plan(SPC):   
 View Results

You must enter information in these fields, at the very least, for search results to be populated.

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last

Emp ID	Last	First Name	Application Nbr	Prog Nbr	Acad Plan	Plan(LOC)	Plan(SPC)	Uploaded Date	Checklist	Chkist Itm	Chkist Seq
1			200819	0	ENCI-AOS		GTEN-G-SPC	2013/02/04	GSAPPL	CV	400
2			200819	0	ENCI-AOS		GTEN-G-SPC	2013/02/04	GSAPPL	RSRCHP	300
3			200819	0	ENCI-AOS		GTEN-G-SPC	2013/02/04	GSAPPL	UTRAN	100
4			200819	0	ENCI-AOS		GTEN-G-SPC	2013/02/04	GSAPPL	UTRAN	200

12. **UCAD\_UNSUBMITTED\_WEBAPPS** – View status of students who have started an application and haven't yet submitted the application. This query populates applications that are still open and

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haven't passed the deadline date. Once the deadline date has passed use the UCAD\_UNSUBMITTED\_WEBAPPS\_PASS query.

**Important: Asterisks must be used in the fields that aren't populated.**

Note: This illustration is split in two as it returns many populated columns.

Right Side of Illustration

First 1-3 of 3 Last

Acad Prog 1	Degree Plan 1	Acad Plan 1	Plan (LOC) 1	Plan (SPC) 1	Faculty 2	Acad Prog 2	Degree Plan 2	Acad Plan 2	Plan (LOC) 2	Plan (SPC) 2	Institution
SMTH	MSC-DEG	CPSC-AOS		U							UCALG
DOC	PHD-DEG	MGMT-AOS									UCALG
	MSW-	SOWK-	EDMN-	CSWP-							UCALG

13. **UCAD\_UNSUBMITTED\_WEBAPPS\_PASS** – View status of students who have started an application and haven't yet submitted the application and the deadline date for submission has passed. Note: Results displayed are for one year.

Note: This illustration is split in two as it returns many populated columns.

UCAD\_UNSUBMITTED\_WEBAPPS\_PASS\_ - Unsubmitted Web Apps Passed Dt

Institution:

Acad Career:

App Form:

Admit Term (Enter \*\* for all):

Acad Prog (Enter \*\* for all):

Degr Plan (Enter \*\* for all):

Acad Plan (Enter \*\* for all):

Plan(LOC) (Enter \*\* for all):

Plan(SPC) (Enter \*\* for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (12 kb)

View All

App Form	Term	Reference	SeqNum	Last	First Name	Middle	Email	Creation	Updated	Portal EID	Birthdate	App_Citizenshi	Descr	Phone	Career	Flag	P
1	A	2137	500001597	3				2011/11/08	2013/02/14		1998/01/12	COM	Refugee		GRAD	P	B
2	A	2137	500001597	10				2011/11/30	2012/12/18		1972/02/01	AFG	Student Permit		GRAD	P	EC
2	A	2137	500001597					2012/09/06	2012/09/06	all testadm					GRAD	P	

Enter Applicable Term

Enter search criteria (at least) in these fields, then press Enter or View Results.

Asterisks must be entered for fields that aren't populated

Right Side of Illustration

Prog Reference	Faculty	Acad Prog	Degree Plan	Acad Plan1	Plan (LOC)	Plan (SPC)	Faculty 2	Academic P	Degree Plan	Acad Plan2	Plan (LOC)	Plan (SPC)	Institution
BMEN	GS	GSDOC	PHD-DEG	BMEN-AOS									UCALG
ECON	GS	GSDOC	PHD-DEG	ECON-AOS									UCALG
ANTH	GS	GSDOC	PHD-DEG	ANTH-AOS		BANT-G-							UCALG

### End of Procedure

For the corresponding online learning consult Student & Enrolment Services > Student Administration (PeopleSoft) Campus Solutions Training > Topics Related to Graduate Program Information > **Processing an Online Web Application for Admission for Graduate Program Administrators**